

# HOW TO APPLY

## Admission Requirements

Applicants to Suffolk University Dakar (SUD) must present evidence of successfully completed academic work on the secondary school level, for freshman candidates, and on the post-secondary level, for transfer candidates.

**Freshman:** All transcripts and supporting documents received by the admission office must be officially certified originals and/or officially certified photocopies of originals.

Examples of official documents include official examination results such as "A" and "O" Levels, Baccalaureat, International Baccalaureat, WAEC, GCE, etc. Official English translations, when appropriate, must accompany documents.

**Transfer:** Documents of all post-secondary educational work completed, in addition to the above-mentioned credentials requested of freshman applicants, are required. All credentials must be official, or officially certified photocopies, with official English translations, when appropriate. In certain cases, some credentials may be referred to a professional evaluation service, at student expense, for evaluation prior to admission.

**Autobiographical Statement:** All students are required to submit a 200-300 word autobiographical statement. The statement should include background information as well as future educational plans.

## Examinations

English proficiency is required of all Bachelor's degree candidates. English language testing is offered through the SUD English Language for Internationals (ELI) Department. Testing is administered Mondays, Wednesdays and Fridays at 10:00 am. No appointment is necessary.

A minimum score of 525 on the paper based TOEFL or 197 on the computer based TOEFL is required for admission to all undergraduate degree programs. Academically admissible candidates who present scores less than the above requirements may be considered for the ELI (English Language for Internationals) program at SUD prior to their entry into an undergraduate degree program.

**CITIZENSHIP:** (regarding section 16)

Citizens of the Economic Countries of West African States (ECOWAS) and United States citizens do not need a visa to attend SUD. Citizens from other African and non-African countries should contact their Senegalese or French Embassy, or the SUD Admission office at (221) 869 10 00/10 for specific visa information.

**US Citizens living abroad:** fill out section 18.

## Admission Instructions

Please print clearly and answer all questions. Write "N/A" (not applicable) whenever a question does not apply. **Your application must be signed and dated.** Incomplete applications cause delays – Be sure to review your application and all credentials before submitting them to the Office of Admission.

**Additional copies of this application may be downloaded from the Dakar campus quick link at [www.suffolk.edu/dakar](http://www.suffolk.edu/dakar).**

## Application deadline

Students should begin the application process well in advance of the semester they plan to enroll, since they must provide the admission office with all of the required materials and documentation to be considered for admission.

SUD follows a rolling admission policy. This means applications are reviewed and admission decisions made when an application is complete.

To reserve your space in the upcoming class, a non-refundable 700,000CFA (or equivalent) deposit toward tuition and fees is required within 30 days after you have been admitted.

## Financial Statements

All student applicants must provide the Office of Admission with the appropriate financial documentation. A financial Declaration and Certification of Finances is attached. The completed form, along with supporting documentation, should be submitted with the Application for Admission and academic credentials.



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 www.suffolk.edu/dakar

# Suffolk

UNIVERSITY / DAKAR

.....  
 LAST NAME

.....  
 FIRST NAME

**THE SAWYER SCHOOL OF MANAGEMENT**

ACCOUNTING  
 ENTREPRENEURSHIP  
 FINANCE  
 GLOBAL BUSINESS  
 INFORMATION SYSTEMS  
 INTERDISCIPLINARY BUSINESS STUDIES  
 MANAGEMENT  
 MARKETING  
 PUBLIC MANAGEMENT

**COLLEGE OF ARTS AND SCIENCES**

**Art and Design**  
 Fine Arts  
 Graphic Design  
 Interior Design  
**Biochemistry / Chemistry**  
 Biochemistry  
 Biochemistry / Forensic Science  
 Chemistry  
 Chemistry / Computer Science  
**Biology**  
 Biology  
 Biotechnology  
 Life Studies  
 Marine Science

**Communication/Journalism**

Advertising  
 Communication Studies  
 Film Studies  
 Interpersonal and Organizational Communication  
 Media studies  
 Print Journalism  
 Public Relations  
**Computer Science**  
**Economics**  
**Education and Human Services**  
 Middle School Teacher  
 Education (minor)  
 Paralegal Studies  
 Secondary School Teacher Education (minor)  
**Engineering**  
 Computer Engineering  
 Electrical Engineering  
 Environmental Engineering  
**English**  
 Creative Writing  
 English  
**Environmental Science**  
**Government**  
 International Affairs  
 Political Science

American Politics and Policy  
 Politics, Law, and the Courts  
 Women in Politics  
**History**  
 African & African-American History  
 American History  
 Asian History  
 European History  
 History and the Law  
 History of Women  
 Public History  
**Humanities**  
 Art History  
 General Humanities  
 Music History  
**Latin American and Caribbean studies**  
**Mathematics**  
**Medical Science**  
 Medical Biophysics (non-clinical track only)  
 Radiation Biology (clinical & non-clinical track)  
**Modern Languages**  
 French  
 French studies  
 German  
 German Studies  
 Spanish

**Performing and Visual Arts**

Music Arts  
 Theatre Arts  
 Visual Arts  
**Philosophy**  
**Physics**  
**Psychology**  
 Developmental  
 Personality  
 Social / Organizational  
**Sociology**  
 Criminology and Law  
 General Sociology  
 Health and Human Services  
**Theatre**  
 Theatre Arts Administration  
 Dance  
 Dramatic Literature  
 Performance  
 Technical Theatre and Design  
 Theatre Studies

**10. Status** Have you applied to or attended Suffolk University?

When? .....

.....

.....

**11. High School** List the high school from which you have graduated or will graduate.

.....  
 SCHOOL

.....  
 CITY

.....  
 COUNTRY

.....  
 DATES ATTENDED

.....  
 DATE OF GRADUATION

.....  
 LAST NAME  
 .....  
 FIRST NAME

<b>12. Standardized Tests</b>	DATE(S) TAKEN	WILL BE TAKEN
SAT I or ACT	.....	.....
	.....	.....
TOEFL	.....	.....
	.....	.....
SUD ELI Test	.....	.....

**14. Citizenship Country** .....

**15. Is English your primary language?**  
 Yes  No Other language (s).....

**16. US Citizens Living Abroad**  
 How many years of schooling have you had in the US?.....  
 Outside the US? .....

**13. Transfer Applicants** List all colleges, other post-secondary schools you have ever attended or are attending starting with the most recent. (FULL AND PART-TIME)

.....  
 COLLEGE

.....  
 CITY COUNTRY

.....  
 DATES ATTENDED DATE OF DEGREE

.....  
 COLLEGE

.....  
 CITY COUNTRY

.....  
 DATES ATTENDED DATE OF DEGREE

Please list courses in progress at the time of this application (INCLUDE COURSE NUMBER AND TITLE).

.....  
 .....  
 .....  
 .....

**17. Biographical Information**  
 (IF UNDER 24 AND UNMARRIED, LIST PARENT(S) OR GUARDIAN(S).)

a.  Father  Guardian

.....  
 FIRST NAME LAST NAME

Living  Deceased

.....  
 STREET ADDRESS/P.O. BOX

.....  
 CITY COUNTRY

School or College attended .....

Occupation/Title .....

Employer's name .....

b.  Mother  Guardian

.....  
 FIRST NAME LAST NAME

Living  Deceased

.....  
 STREET ADDRESS/P.O. BOX

.....



.....  
 LAST NAME  
 .....  
 FIRST NAME

24. Employment Currently employed  Yes  No  
 Full-time  Part-time

.....  
 EMPLOYER

.....  
 POSITION HOW LONG EMPLOYED?

.....  
 EMPLOYER'S ADDRESS

.....  
 PREVIOUS EMPLOYER(S) POSITION(S)

25. To what other colleges are you applying?

.....  
 .....  
 .....  
 .....  
 .....

26. Autobiographical Essay

(REQUIRED OF ALL APPLICANTS) In order to learn more about you, we ask that you submit a handwritten essay (250-500 words). Please use a separate sheet of paper.

27. Transfer applicants If you are currently enrolled at another college or university, please briefly explain your reasons for transferring. Please use a separate sheet of paper.

28. Special Circumstances If there are factors or circumstances which you would like the Admissions Committee to understand in reviewing your application, please describe them on a separate sheet.

29. Signature *You must sign this application in order to be considered for admission!* I hereby certify that all information on this application is complete and accurate, and I understand that falsification or omission of information on previous schooling or credentials could result in disqualification or dismissal.

.....  
 SIGNATURE

.....  
 DATE

I hereby give Suffolk University permission to share information about the status of this application with my high school and/or college guidance office. I also grant permission for Suffolk University to secure official transcripts from my high school.

Initials.....

# SUFFOLK UNIVERSITY DAKAR CONFIDENTIAL DECLARATION AND CERTIFICATION OF FINANCES

.....  
LAST NAME

.....  
TELEPHONE

.....  
FIRST NAME

.....  
E-MAIL

## SOURCES OF SUPPORT

Instructions: Complete the appropriate boxes to show sources and amounts of anticipated contributions to your educational and personal expenses while you are at Suffolk University Dakar. For each source, follow the certification instructions in the box. Include anticipated contributions for each year of required study for your degree.

## SOURCES OF FUNDS

## ASSURED AMOUNTS IN US \$

	FIRST YEAR	SECOND YEAR
<b>Personal or Family savings - Please print the name of bank:</b> ..... (A BANK OFFICIAL'S SIGNATURE IS REQUIRED ON THE CERTIFICATION BELOW IF THE STUDENT IS SUPPORTED IN PART OR WHOLE BY PERSONAL SAVINGS.) .....	\$	\$
<b>Parents and/or Sponsors - Please print the name of each person.</b> ..... (THE SIGNATURE OF A PARENT OR SPONSOR IS REQUIRED AS A GUARANTOR ON THE CERTIFICATION BELOW IN ADDITION TO A BANK OFFICIAL'S SIGNATURE.) .....	\$	\$
<b>Your government - Please print name of agency:</b> ..... (ENCLOSE WITH THIS FORM A SIGNED COPY OF YOUR LETTER OF AWARD AND TRANSLATION, IF NECESSARY.) .....	\$	\$
<b>Suffolk University - (To be filled in by Suffolk University Dakar).</b> <b>Type of award:</b> .....	\$	\$
<b>Other - Please specify:</b> ..... (ENCLOSE WITH THIS FORM A SIGNED AFFIDAVIT FROM AN AUTHORIZED PERSON TO VERIFY THE ACCURACY OF THIS ENTRY, OR A SIGNED COPY OF YOUR LETTER OF AWARD AND A TRANSLATION, IF NECESSARY.) .....	\$	\$
<b>THE SUM OF THESE TOTALS MUST EQUAL THE ESTIMATED COST FOR ONE YEAR OF ACADEMIC AND LIVING EXPENSES (\$10,880 USD).</b> <div style="text-align: right;"><b>Total</b></div>	\$	\$

ENTER THE TOTAL AMOUNT OF MONEY YOU EXPECT TO HAVE WHEN YOU ARRIVE AT SUFFOLK UNIVERSITY DAKAR: US \$ .....

.....

.....  
 LAST NAME  
 .....  
 FIRST NAME

**OFFICIAL CERTIFICATION OF SOURCES AND AMOUNTS**

I HAVE READ THE INFORMATION ON THIS FORM, AND IT IS A TRUE AND ACCURATE STATEMENT THAT THE FUNDS INDICATED ARE AVAILABLE.

.....  
 BANK OFFICIAL'S SIGNATURE  
 .....  
 BANK SEAL OR STAMP  
 .....  
 BANK OFFICIAL'S NAME (PRINTED)  
 .....  
 TITLE  
 .....  
 NAME OF BANK  
 .....  
 ADDRESS OF BANK  
 .....  
 DATE

I HAVE READ THE INFORMATION ON THIS FORM, AND IT IS A TRUE AND ACCURATE STATEMENT THAT THE FUNDS INDICATED ARE AVAILABLE AND WILL BE PROVIDED.

.....  
 GUARANTOR'S SIGNATURE  
 .....  
 GUARANTOR'S NAME (PRINTED)  
 .....  
 RELATIONSHIP OF GUARANTOR TO APPLICANT  
 .....  
 ADDRESS  
 .....  
 DATE

(A BANK SEAL OR STAMP IS NECESSARY ON THIS FORM. HOWEVER, A LETTER FROM YOUR BANK INDICATING AVAILABILITY OF NECESSARY FUNDS IS ALSO SUFFICIENT. NOTE: A SEPARATE LETTER ON OFFICIAL COMPANY STATIONARY IS ACCEPTABLE PROVIDED FULL INFORMATION IS INCLUDED.)

**OFFICIAL CERTIFICATION OF CENTRAL BANK FOR RELEASE OF FOREIGN EXCHANGE**

**IMPORTANT:** YOUR BANK MUST COMPLETE THIS SECTION IF YOUR GOVERNMENT RESTRICTS THE EXCHANGE AND RELEASE OF FUNDS FOR STUDY. PLEASE EXPLAIN THE RESTRICTIONS ON A SEPARATE SHEET OF PAPER. THIS IS TO CERTIFY THAT THE APPLICANT ON THIS FORM HAS RECEIVED PERMISSION TO RELEASE FOREIGN EXCHANGE FOR STUDY.

..... BANK OFFICIAL'S SIGNATURE .....	..... BANK SEAL OR STAMP .....
..... BANK OFFICIAL'S NAME (PRINTED) .....	..... TITLE .....
..... NAME OF BANK .....	
..... ADDRESS OF BANK .....	..... DATE .....

I CERTIFY THAT THE TOTAL AMOUNT OF MONEY (EXCLUDING TRAVEL FUNDS) AVAILABLE TO ME FOR MY FIRST ACADEMIC YEAR IS US \$..... AND THAT THE TOTAL AMOUNT

AVAILABLE FOR EACH SUBSEQUENT ACADEMIC YEAR OF STUDY IS US \$..... FURTHER, I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS CORRECT AND COMPLETE.

STUDENT'S SIGNATURE..... DATE.....